

CMS Disclaimer—User Agreement
Public Use Data
April 2004

The Center for Medicare & Medicaid Services (CMS) is responsible for administering the Medicare, Medicaid and State Children's Health Insurance Programs. Our agency resources, including staff and computing resources, are primarily dedicated to agency operations. The agency is committed to providing program information and data to the public to the fullest extent possible after agency mission needs have been met.

The increase in CMS mission responsibilities created by the Medicare Drug Improvement and Modernization Act (MMA) has further strained our staffing and computing resources. This disclaimer details the restrictions on CMS services in supporting data requests so that the requestor can plan their projects accordingly. It also specifies the responsibility of the data user and of CMS in regard to the delivery, processing, and understanding of the data files.

Timeframes for data delivery: CMS will make every effort to process requests in a timely manner, but we cannot guarantee that resources are available to meet any timeframe.

Data accuracy: CMS public data is derived from data that is used by the agency for operational purposes. CMS does not insure 100% accuracy of all records and all fields. Some data fields that are not used for agency functions may contain incorrect or incomplete data. CMS publishes data limitations for their statistical data sources on the internet. Users must familiarize themselves with the data limitations documents and accept the quality of the data they receive.

Data integrity: CMS will ensure that requestors receive the data they ordered. It is the responsibility of each user to identify the information needed to satisfy your needs. Any alteration of the original data, including conversion to other media or other data formats, is the responsibility of the requestor. Data that has been manipulated or reprocessed by the user is the responsibility of the user. The user may not present data that has been altered in any way as CMS data. CMS has no responsibility for the data after it has been converted, processed or otherwise altered. CMS has no responsibility for assisting users with converting the data to another format.

Privacy protection: CMS is obligated by the federal Privacy Act, 5 U.S.C. Section. 552a and the HIPAA Privacy Rule, 45 C.F.R Parts 160 and 164, to protect the privacy of individual beneficiaries and other persons. Public data files consist of aggregated data that do not permit direct identification of individuals. By signing this agreement, the user agrees not to use CMS public use data to determine the identity of individual persons. Attempting to determine individual identities from public data is a violation of the federal Privacy Act, 5 U.S.C and the HIPAA Privacy Rule.

Files for Purchase
GENERAL INSTRUCTIONS AND ORDERING INFORMATION
February 2006

Please ensure that your order is the exact data file you need and in the correct format. Each data file is individually generated to the specifications stipulated in your order. To process each order, the Centers for Medicare & Medicaid Services (CMS) incurs processing costs associated with staff time, computer time, magnetic media and shipping. If you order the incorrect data file or the incorrect format, your money is non-refundable.

1. Standard Output Specifications:

- a. Cartridge
 - 1. Recording Mode---EBCDIC
 - 2. Tape Labeling-----IBM Standard
 - 3. Density-----IBM 3490e Cartridge – 36 track-810 Megabytes (Standard Format)
- b. CD-ROM

2. Methods of Payment (All money must be drawn on a U.S. bank):

- a. Payments must accompany order forms (No credit card payments). Make **company check** or **money order** payable to:
Centers for Medicare & Medicaid Services-PUF or CMS-PUF
- b. Electronic Transmitted Payment (For Other Federal Agencies Only)
 - 1. U.S. Federal Government Agencies need Agency Location Code
 - 2. U.S. Banks only (contact CMS's Accounting Office - 410-786-2567).
- c. Purchase Orders require prepayment.

3. Files for Purchase Information

See Website at www.cms.hhs.gov/FilesForOrderGenInfo/

PRICES EFFECTIVE February 2006
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



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4. MAILING INSTRUCTIONS FOR ORDERS:

a. Mailing Address if using U.S. Postal Service

Centers for Medicare & Medicaid Services
Public Use Files
Accounting Division
P. O. Box 7520
Baltimore, Maryland 21207-0520

b. Mailing Address if using express mail (Federal Express, Airborne, etc.)

Centers for Medicare & Medicaid Services
OFM/Division of Accounting-PUF
7500 Security Boulevard, C3-07-11
Baltimore, Maryland 21244-1850

Address must be written in its entirety.
Request must include name and telephone # of contact person.

5. Magnetic Media Return Policy:

CMS will honor written requests for replacement files within **60 days** of the shipment date provided the cartridges or diskettes are returned with an explanation of the problem to the following address:

CMS/Data Release Area
Tape Library-PUF
7500 Security Boulevard, NL-37
Baltimore, Maryland 21244-1850

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Please Print Legibly or Type

FILES FOR PURCHASE ORDER FORM

Centers for Medicare & Medicaid Services
Public Use Files
Accounting Division
P.O. Box 7520
Baltimore, Maryland 21207-0520

Date: _____

PURCHASE REQUEST

	<u>FILE NAMES</u>	<u>YEAR</u>	<u>COST</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
		TOTAL	_____

COMPANY CHECK/MONEY ORDER AMOUNT: Payable to: CMS-PUF
(No Personal Checks. All checks must be drawn on a U.S. bank.)

(No Credit Cards Accepted)

AGENCY LOCATION CODE (U.S. Federal Government) _____

OUTPUT SPECIFICATIONS:

1. Cartridge (Standard Output)
3490e compressed _____
2. CD-ROM _____ (Certain files only-check website for media offered)

EXPRESS COMPANY: (i.e., Fed Ex, Airborne, etc.) _____

EXPRESS ACCOUNT: (Number) _____

NAME: _____

TITLE: _____

COMPANY/ORGANIZATION: _____

ADDRESS: _____

CITY/STATE/ZIPCODE: _____

PHONENUMBER: _____ **FAX NUMBER:** _____

SIGNATURE: _____

Allow 2-4 weeks for delivery.

This form can be reproduced for additional orders.

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